



# Town of Elsmere

## Job Description

### Administrative Assistant I

Pay Grade	FLSA Status	Last Reviewed
8	Non- Exempt	February 2008

#### **POSITION OVERVIEW:**

This position is responsible for complex executive level administrative work while assisting department managers within a department to achieve the objectives of the department as a whole. Duties include advising the department managers on program needs. Exercises initiative and independent judgment within an assigned area of responsibility including complicated special projects. Work is subject to evaluation on the basis of results obtained.

#### **ESSENTIAL FUNCTIONS:**

- Works with the department head in planning, organizing, coordinating, and implementing programs affecting assigned areas of responsibility;
- Coordinates with department head on matters affecting their areas of responsibility;
- Briefs the Department Manager on issues in the assigned area of responsibility to assure proper action;
- Meets and corresponds with various citizen, professional, business, and other groups to answer questions and secure their help in carrying out various programs;
- Makes reports concerning activities in areas of responsibility as requested by the Department Manager;
- Confers with officials of other Town, county, state, and federal agencies regarding plans and priorities for existing and planned programs;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Research methods, techniques, and report presentation;
- Municipal operations;
- Principles underlying the laws and regulations of the department assigned;
- Budget and finance.

Ability to:

- Organize and coordinate the efforts of several departmental functions with other governmental or private agencies to accomplish program goals or objectives;
- Analyze a variety of administrative, operational, fiscal, and social problems and make sound recommendations for solutions;
- Assist in the development of working procedures and programs;
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone;
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- Work cooperatively with others;
- Work safely without presenting a direct threat to self or others;
- Performs such other duties as may be assigned.

## **ADDITIONAL REQUIREMENTS:**

The responsibility for the transcription of meeting minutes for the Mayor and Council, Planning Commission, Board of Adjustments, Pension Committee and Finance Committee are dispersed through Secretary I, Secretary II, Secretary III, Account Clerk I, Account Clerk II, Account Clerk III, Administrative Assistant I and Senior Tax Clerk, positions. Therefore this position may transcribe meeting minutes.

- Must be proficient in the use of computer software programs such as Microsoft, Word, Excel and Outlook.
- Must pass a pre-employment criminal background check, alcohol and drug screening, driving record check.

## **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience in administration at a level which requires broad participation in development of policy, program direction and budget administration, or coordination and supervision of such functions. Other combinations of experience and education which meet the minimum requirements may be substituted.

## **PHYSICAL REQUIREMENTS:**

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, distinguishing smells and repetitive motions;
- Must be able to perform medium work exerting up to 30 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, work with accounting data, operate a computer, use measurement devices, and be able to inspect work of others.